

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION <u>Washington, DC</u>		2. POSITION NUMBER <u>EPES17020</u>	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify This Position					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	<u>Deputy Assistant Administrator for Research and Development</u>	<u>ES</u>	<u>0340</u>	<u>00</u>	
4. Supervisor's Recommendation	Deputy Assistant Administrator for Research and Development	ES	340	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <u>Ygiro Yamada</u>			
7. ORGANIZATION (Give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Research and Development		g.			
c. Immediate Office		h. Employing Office Location <u>Washington, DC</u>			
d.		i. Organization Code <u>N0000000</u>			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7102(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(1), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the duties and responsibilities of this position and its organizational relationships and that the position is necessary and is not a governmental function for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Robert Kavlock, Acting AA for Research and Development</u>		b. Typed Name and Title of Second-Level Supervisor <u>Scott Pruitt, Administrator</u>			
b. Signature <u>Robert Kavlock</u>		c. Date <u>5/23/17</u>	e. Signature <u>Scott Pruitt</u>		f. Date <u>5/24/17</u>
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if not published, in a direct or indirect consistency with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade _____.					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation. This position <input type="checkbox"/> may be IA'd <input checked="" type="checkbox"/> may not be IA'd <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code <u>8888</u>	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Financial Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing		i. Classifier's Signature <u>APR</u>		j. Date <u>05/31/17</u>
11. REMARKS <u>Top Secret Clearance</u>					

Deputy Assistant Administrator for Research and Development

I. INTRODUCTION

The Deputy Assistant Administrator for Research and Development serves under the Assistant Administrator for Research and Development. The incumbent to this position will provide input in the planning, policy development and implementation, oversight and direction of management and administrative initiatives underway within the Office of Research and Development; and provide senior level expertise in strengthening the Agency's research program. The primary responsibilities are to oversee and coordinate the development of management policies and strategies and to provide expert scientific leadership and direction for scientific and technical matters in the regulatory process as well as other high priority areas. The duties will involve interactions that are both international and national in scope.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The Deputy Assistant Administrator proposes means for improving the quality and content of the organization's management structure; and recommends and advises on the content and conduct of responses to Agency requests and legislative mandates.
2. Advises the Assistant Administrator for ORD on overall program goals, objectives, policies, strategies and managerial approaches, and program plans.
3. Reviews and evaluates documents and correspondence requiring approval by the Assistant Administrator for ORD.
4. Assesses critical, ORD-wide organizational issues across programmatic lines and directs assignment to appropriate ORD office for response to and/or implementation of new Agency policies or programs. Develops options and mechanisms to identify issues of concern and ensures systems are in place to ensure the programs' success and policies are fully implemented.
5. Represents ORD and the Office of the Assistant Administrator for ORD on high level interagency committees. Represents ORD as a senior manager within professional, academic, state and local groups and associations. Maintains continuing contact with various governmental and nongovernmental agencies, universities and associations and participates in seminars, conferences and meetings to ensure ORD's managerial and organizational initiatives and programmatic goals are in sync with Agency mission statements and policies.
6. Directs organizational studies and general management reviews for submission to the Assistant Administrator for ORD, OMB, Congress and others, as required. Based upon analysis of problem trends and critical areas identified and defined, recommends redirection of programmatic efforts and development of new or modified methods, policies, procedures, programs, and strategies.
7. Evaluates status and trends of management and administrative systems in place and based on a broad understanding of organizational goals and mission objectives, recommends new directions, policies and areas of study. Directs ORD actions concerning emerging problems of national significance. Determines the existence of trends and developments which appear to significantly influence long-range organizational plans. Recognizes the need for further

studies and development, if necessary. Based upon the analysis of trends and problem areas and the organization's demographical base, recommends the development of new or modified methods, policies, programs, and strategies.

8. Conducts and oversees a comprehensive program, staff and technical analyses of science policy issues and problems as well as providing general advice and guidance covering all aspects of ORD activities.
9. Assists in the development of policies affecting ORD which includes reviewing, evaluating, and recommending adjustments in the Agency science policies and regulations.
10. Facilitates working relationships between science programs in ORD and science and regulatory programs in EPA's Program and Regional Offices and outside organizations on the scientific aspects of regulatory issues of mutual interest in order to support communication and cooperation.
11. Works collaboratively with appropriate ORD and EPA program office experts to provide advanced guidance and information, reviews, analyses, and coordination in support of regulatory and guidance initiatives and makes recommendations to the Administrator and Deputy Administrator.
12. Represents, as appropriate and requested, the Administrator and Deputy Administrator at various task force, panel, and committee meetings as an expert, recognized by peers, at all levels of government, on science and operational program activities concerning or related to the development of Agency science policies and regulations.
13. Undertakes assignments on projects of special concern to the Administrator and Deputy Administrator; establishing contacts at the highest levels of governmental and non-government organizations in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. The individual is capable of addressing national level issues.
14. Performs other related executive duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent receives broad direction and general policy guidance from the Assistant Administrator for the Office of Research and Development. Within this framework, is delegated full and complete authority for the direction, management, and implementation of assigned duties. Exercises independent initiative in accomplishing missions and objectives in representing the Office of Research and Development, U.S. Environmental Protection Agency, in his/her area of responsibility.